

**Minutes of the meeting of Alconbury Weston Parish Council  
held on Monday 21<sup>st</sup> March 2016 at Alconbury Memorial Hall.**

Councillors present: Mrs. J. Baker (Chairman), Mr. M. Bryan, Dr. C. McGregor & Mr. L. York.  
Also present: County Cllr. P. Ashcroft, County Cllr. P. Brown, Mrs. D. Benham (Parish Clerk) & 1 parishioner.

Public Open Forum: The parishioner present praised the new war memorial but voiced concerns about its location, future maintenance, and the absence of the Parish Council at the gathering on Remembrance Sunday and Armistice Day. The Chairman advised the parishioner that the Parish Council had suggested to Mr. & Mrs. Papworth, who had fundraised for the memorial, that they would be happy to see it erected on Parish Council land, near to the footway on North Road, next to the village green. However, despite the Parish Council's concerns that access on foot would be difficult and potentially dangerous, Mrs. Papworth chose to erect the memorial on a piece of unregistered grassed area on the other side of North Road, which does not belong to the Parish Council. The Parish Council advised Mrs Papworth (minutes dated 19<sup>th</sup> October refer) that the memorial would therefore remain in her ownership and Mr. & Mrs. Papworth agreed to maintain it and provide suitable insurance. The Chairman advised the parishioner that the Parish Council were not made aware of the installation date or the Remembrance Day and Armistice Day gatherings.

1. Apologies for absence: Cllr. R. Coulson (personal), Cllr. S. Lomas (personal), Cllr. H. Mobius (work commitment) & District Cllr. K. Baker (attending another meeting).

2. Declaration of Interests: None declared.

3. To approve the minutes of the last meeting held on 25<sup>th</sup> January 2016 : The minutes of the meeting held on 25<sup>th</sup> January 2016 were approved and signed by the Chairman.

4. Matters arising from the minutes:

a) Alconbury Weald – The Chairman and the Clerk were unable to attend the last meeting held on 2<sup>nd</sup> February. Minutes of the meeting were forwarded to councillors on 21/3/16. Chairman and Clerk to attend the next meeting on 22<sup>nd</sup> March.

b) Repairs to roads and footpaths – The Clerk has reported a pot hole behind the Village Green, overgrown vegetation on the small footbridge near to Bridge Garage and worn sections on the footbridge opposite Salix House. The Clerk has asked for the hedge trimmings down Vinegar Hill to be removed, although most of this has since been washed away. Gully soakaways on Hamerton Road were cleaned out on 27/1/16.

The new 40 mph speed limit is now in place on North Road between the villages but Highways have yet to complete the SLOW carriageway markings either side of Polecat Lane.

5. To consider a quote for a new noticeboard at Highfield Avenue.

Carried forward to the next meeting.

6. Flood event 9<sup>th</sup> / 10<sup>th</sup> March.

Eighteen properties were flooded in Alconbury Weston following heavy rainfall on 9<sup>th</sup> March. Councillors agreed that the flood warning came too late and was not received at 12.19 as stated in the Flood Event Summary issued by the Environment Agency. Councillors also suspected that the Environment Agency's recording equipment appeared to be set to record only up to the levels reached in 2012 and that it was unable to record the levels reached on 9/10<sup>th</sup> March. During the flooding, the police tried to contact residents to offer assistance but struggled to find telephone numbers. Cllr. McGregor agreed to compile a list of resident's contact numbers and County Cllr. Brown agreed to find out who coordinates the emergency response and therefore who should hold

the information.

Councillors agreed that Mr. Tony Burke, who has carried out a study on flood prevention methods, should be invited to speak at the next Parish Council meeting. Councillors agreed that they would like to accept Jonathan Djanogly's offer to arrange a meeting with the Environment Agency to discuss the flood event and the content of the Flood Event Summary.

#### 7. Litter bin provision and future charges for collection by HDC.

Until now, HDC have emptied all litter bins whether owned by HDC or the Parish Council, with no charge being raised. Going forward, HDC intend to charge £262.54 per bin per annum, for each Parish Council owned bin. Parish Councils can either remove all/some of the bins, make other collections arrangements or agree to the charges. Cllr. Bryan proposed that all 6 Parish Council owned bins should remain and that collections should be made by HDC. Seconded by Cllr. York. Clerk to respond to HDC, reminding them that precepts have already been set for the financial year ending 31<sup>st</sup> March 2017 and that this new charge has not been budgeted for.

#### 8. Grass cutting.

Quote received from HDC for village grass cutting on behalf of the Parish Council - £303.54 per cut x 10 cuts = £3035.40 plus VAT for the season. This is less than last year's price of £319 per cut. HDC confirmed that it is for cutting the same areas and that they have invested in new equipment which will enable them to be more efficient, hence the price reduction. Cllr. Baker proposed approval of the action taken by the Clerk in accepting the quote. Seconded by Cllr. McGregor and unanimously agreed.

The Clerk had been sent a map by HDC which showed areas owned by HDC, CCC or Luminus and who was responsible for maintenance. HDC had requested that the Clerk mark areas owned by the Parish Council and detail who carries out maintenance on the Parish Council's behalf. During a subsequent conversation, HDC had advised the Clerk that of the 7 small areas in and around Highfield Ave., Springfield Road and West Close, which have previously been thought to belong to HDC and were being maintained by them, only 2 are actually registered to HDC. The remaining 5 small areas are registered to Diamond Construction Ltd. HDC have written to Diamond Construction but the letter was returned unopened. HDC's legal department is currently considering the situation but it is possible that HDC may decide that they will no longer cut the grass and maintain the trees on these pieces of land. HDC has promised to update the Clerk within the next two weeks.

#### 9. Transparency Fund application.

The Clerk had completed an application to the Transparency Fund in order to buy a laptop and scanner which would be owned by the Parish Council and used to comply with the new transparency code for smaller councils. The Clerk currently uses her own equipment. Cllr. York proposed retrospective approval of the action taken by the Clerk. Seconded by Cllr. McGregor and unanimously agreed.

#### 10. Parish paths.

Cllr. McGregor had nothing to report.

#### 11. Play area.

No equipment issues to report. The Clerk had received several enquiries regarding ownership of a number of trees that were allegedly responsible for causing subsidence to 40 Highfield Avenue. The Clerk had established that the trees were in fact on the strip of land in front of the play area which belongs to Melbourn Property Co. Ltd. and had responded accordingly. Cllr. McGregor agreed to take a look at the arboricultural survey received, to see if any of the Parish Council owned trees surveyed, required any routine maintenance.

## 12. Planning.

### a) New application.

16/00262/NMA Application for non-material amendment to approval of reserved matters (outside a key phase) for primary infrastructure to support key delivery of the primary school (KP1-01).

Alconbury Weald. Circulated and returned no observations in favour or against.

B0 Update on previous applications.

15/02117/HHFUL (1) Single storey extension to rear (south west) of the house (2) Two storey west wing extension with one storey volume to accommodate integral garage (3) refurbishment works to existing roof and facades 4) Demolition of existing one storey west wing that houses garage and entrance hall. High Gables, Buckworth Road, Alconbury Weston. Approved by HDC.

15/02254/REM Approval of appearance, layout, landscaping, access and scale in respect of the construction of SUDS drainage infrastructure (including drainage ponds and ditches) and all associated engineering and earth works, including ground remodelling, formal landscaping, foul water pumping station and ancillary works. Alconbury Weald. Approved by HDC.

15/02288/NMA Minor adjustments to the location of highway junctions off Parachute Way and the adjustment of the location of SUDS ponds. Alconbury Weald. Approved by HDC.

15/02289/NMA Minor modifications to both the Western Estate Road and Boulevard Spur. Alconbury Weald. Approved by HDC.

15/02290/NMA Minor adjustments to the location of highway junctions off Parachute way and the adjustment of the location of SUDS ponds. Alconbury Weald. Approved by HDC.

15/02380/REM Approval of appearance, layout, landscaping, access and scale in respect of the construction of new highways including associated highways landscaping and ancillary works.

Alconbury Weald. Approved by HDC.

16/00043/TREE Emergency works to ash tree in front garden. Bridge House, Hamerton Road, Alconbury Weston. In progress.

H/5013/15/CW Section 73 planning application to develop land without complying with conditions 7 (which restricts the numbers and types of deliveries on Saturdays, Sundays and Bank holidays) and 9 (to extend the opening hours), of planning permission H/5013/CW with continued use as a Waste Transfer Station and Recycling Facility with existing skip hire depot, outside storage, skip lorry parking, offices, maintenance building, aggregate storage and distribution, with existing permitted variation to building and layout. Alconbury Waste Transfer Facility, Stangate Business Park, Old North Road, Alconbury Weston. In progress.

15/02296/FUL Change of use from repair workshop and storage of agricultural machinery to workshop for coach building and repair of horse boxes and on site farm machinery, parking of machinery and horse boxes in front of building at unit 1. Buckworth Lodge Stud, Buckworth Road, Alconbury Weston. In progress.

15/01901/S73 Variation of condition 2 of planning permission 0900339FUL to vary approved drawings. Land at Chestnut Farm, Hamerton Road, Alconbury Weston. In progress.

15/01847/REM Approval of appearance, layout, landscaping, scale and access in respect of the construction of 31,893 square metres of mixed B1(a), B1(b), B2 & ancilliary B8 floorspace and associated highways, drainage, landscaping and ancilliary works. Alconbury Weald. Approved by HDC.

15/01117/REM Approval of appearance, layout, landscaping and scale in respect of the construction of 128 dwellings, pocket park, associated highways, landscaping and ancilliary works. Alconbury Weald, Ermine Street, Little Stukeley. Approved by HDC.

### c) Planning enforcement cases.

15/00243/FUL Buckworth Lodge Stud, Buckworth Road, Alconbury Weston – Planning enforcement in progress.

### 13. Financial report.

#### a) Payment of outstanding debts.

Cllr. McGregor proposed retrospective approval of payment of items (1) to (3) and approval of payment of items (4) to (8). Seconded by Cllr. York and unanimously agreed.

- (1) CCC - £125.43, street lights (energy). Cq. No. 101053
- (2) Mrs D. Benham - £197.82, wages & expenses for February. Cq. No. 101054
- (3) HMRC - £39.20, PAYE/NI February. Cq. No. 101055
- (4) SR Howell & Co., - £120.00, pension scheme compliance. Cq. No. 101056
- (5) NALC - £17.00, Local Council Review subscription. Cq. No. 101057
- (6) Mrs. D. Benham - £205.85, wages & expenses for March. Cq. No. 101058
- (7) HMRC - £39.40, PAYE/NI March. Cq. No. 101059
- (8) SR Howell & Co., £60.00, payroll charges for 6 months to 31/3/16. Cq. No. 101060

b) Current position - A copy of the receipts and payments and bank reconciliation was handed to each councillor.

c) Internal audit arrangements – Councillors unanimously agreed that Brian Cox & Co. should carry out the internal audit for year ending 31/3/16

d) Pension arrangements – Declaration of compliance and letter to employee all completed by SR Howell & Co. Fee reduced from £200 to £100.

### 14. Police matters.

The December crime report showed 2 recorded crimes in Alconbury Weston. The January crime report showed 1 recorded crime.

### 15. Correspondence.

a) Electoral Review of Huntingdonshire District Council – forwarded to councillors.

b) A14 Parish & Community Forum – poster for the notice board.

c) CAPALC AGM minutes and presentation forwarded to councillors on 3/2/16

d) Electoral Review of Cambridgeshire, Final Recommendations – forwarded to councillors 10/2/16

e) Neighbourhood Planning workshop at HDC on 15<sup>th</sup> March – attended by Cllr. McGregor and Cllr. Bryan. Notes to follow.

f) ACRE Neighbourhood Plan Roadshow 21<sup>st</sup> March – nobody able to attend.

g) Letters of objection from residents of Wheatsheaf Cottages in response to further information regarding the planning application for Alconbury Waste Transfer Facility. The Parish Council's objections have been upheld by the Clerk.

h) Urban & Civic meeting minutes – forwarded to councillors 21/3/16

i) Invitation to attend the Local Joint Forum meeting on 24<sup>th</sup> May, Civic Suite starting at 7pm – Cllr. Bryan to attend.

j) Email from Jo Challis, District Highways Officer advising that the department was very short staffed and that delays in service were inevitable.

k) External Audit pack.

l) Community Roadwatch – the Clerk had received several emails from Community Roadwatch. Councillors unanimously agreed that they did not want Roadwatch to operate in Alconbury Weston and were happy with Speedwatch, which is endorsed by the police.

### 16. Reports from Councillors.

Cllr. McGregor advised that he would forward notes from the Neighbourhood Planning workshop for discussion at the next meeting.

Cllr. Bryan had attended the A14 update meeting and advised that the project was on schedule, with a potential start date in July. The widening of the A1 from Brampton to Alconbury will see extra lanes constructed on the east side, but there will be lane restrictions for 2 years whilst the work is carried out. Grants of up to £10,000 will be available for local projects. Applications to be made through Cambridgeshire Community Foundation, who will administer the fund.

Cllr. York advised that a resident had reported cracks in a pillar of the footbridge next to the ford. Clerk to investigate. Clerk to report to Highways that a piece of the speed hump in Buckworth Road was missing and that the road drains on Buckworth Road need cleaning.

County Cllr. Ashcroft advised that the road under the Iron Bridge in Huntingdon had reopened and that building work had started on Edison Bell Way.

County Cllr. Brown advised that the town centre redevelopment was really starting to take shape with several well known retailers expected to open stores. Devolution for the East of England had been announced by the Chancellor but not all Councils were happy with the decision and details were yet to be agreed..

17. Date of the meetings for 2016.

Monday 16<sup>th</sup> May – Annual Parish Meeting and Annual Meeting of the Parish Council, Monday 11<sup>th</sup> July, Monday 12<sup>th</sup> September and Monday 14<sup>th</sup> November.

Signed.....

Date.....